



City Of Long Beach Temporary Food Facility Requirements

1. All temporary food facilities and temporary events with food must comply with all applicable requirements of California Uniform Retail Food Facilities Law (CURFFL) and City of Long Beach Ordinances.
2. **Failure to comply with all applicable laws and ordinances may result in immediate closure of a booth and/or temporary event and may also lead to legal action.**
3. Contact Business License at (562) 570-6211 and the Fire Department at (562) 570-2560 for additional requirements.
4. For Additional Information contact:

Jackie Hampton, REHS IV
Bureau of Environmental Health
2525 Grand Ave, Room 220
Long Beach, CA 90815

Office: (562) 570-4144
Fax: (562) 570-4038

Requirements are also available on the World Wide Web at

http://www.ci.long-beach.ca.us/health/food_program.html

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DEFINITIONS

“APPROVED”; “APPROVED SOURCE”

(a) “Approved” means acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, current public health principles, practices, and generally recognized industry standards that protect public health.

(b) “Approved source” means a producer, manufacturer, distributor, or food establishment that is acceptable to the enforcement agency based on a determination of conformity with applicable laws, or, in the absence of applicable laws, current public health principles, practices, and generally recognized industry standards that protect public health.

“BARBECUE”

“Barbecue” means an unenclosed facility for barbecuing food, where the food is prepared out of doors by cooking directly over hot coals, heated lava, hot stones, gas flame, or other method approved by the state department, on equipment suitably designed and maintained for use out of doors, that is operated by a food establishment, stationary mobile food preparation unit, or temporary food facility.

“COMMUNITY EVENT ORGANIZER”

“Community event organizer” means any person, partnership, organization, government entity or corporation, which controls, manages, conducts, organizes or otherwise administers a community event. An event organizer can be either a for profit or non-profit entity.

“FOOD”

“Food” means any raw or processed substance, ice, beverage, including water, or ingredient intended to be used as a food, drink, confection, or condiment for human consumption.

“FOOD CONDIMENT”

“Food condiment” means nonpotentially hazardous relishes, spices, sauces, confections, or seasonings, that require no additional preparation, and that are used on a food item, including, but not limited to, ketchup, mustard, mayonnaise, sauerkraut, salsa, salt, sugar, pepper, or chile peppers.

“FOOD PREPARATION”

“Food preparation” means packaging, processing, assembling, portioning, or any operation which changes the form, flavor, or consistency of food, but does not include trimming of produce.

“NONPROFIT CHARITABLE TEMPORARY FOOD FACILITY”

“Nonprofit charitable temporary food facility” means a temporary food facility that is conducted and operated by a corporation incorporated pursuant to the Nonprofit Corporation Law (Div. 2 (commencing with Section 5000), Title 1, Corp. C.), that is exempt from taxation pursuant to Section 510(c)(3) of the Internal Revenue Code and Section 23701d of the Revenue and Taxation Code.

“PERMIT”

“Permit” means a written authorization to operate issued by the local enforcement officer.

“POTABLE WATER”

“Potable water” means water that complies with the standards for transient noncommunity water pursuant to the California Safe Drinking Water Act (Chapter 4 (commencing with Section 116275) of part 12), to the extent permitted by federal law.

“POTENTIALLY HAZARDOUS FOOD”

“Potentially hazardous food” means food that is in a form capable of (1) supporting rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxication, or (2) supporting the growth or toxin production of *Clostridium botulinum*. “Potentially hazardous foods” does not include foods that have a pH level of 4.6 or below, foods that have a water activity value of 0.85 or less under standard conditions, food products in hermetically sealed containers processed to meet the commercial sterility standard, as defined in Section 113.3(e) of Title 21 of the Code of Federal Regulations, or food that has been shown by appropriate microbial challenge studies approved by the enforcement agency not to support the rapid and progressive growth of infectious or toxigenic microorganisms that may cause food infections or food intoxication, or the growth and toxin production of *Clostridium botulinum*.

“PREPACKAGED FOOD”

“Prepackaged food” means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at a facility approved by the enforcement agency.

“TEMPORARY FOOD FACILITY”

(a) “Temporary food facility” means a food facility operating out of temporary food facilities approved by the enforcement officer at a fixed location for a period not to exceed 25 consecutive or nonconsecutive days in any 90-day period in conjunction with a single, weekly, or monthly community event, as defined in subdivision (b).

(b) "Community event" means an event that is of a civic, political, public, or educational nature. Indicating state and county fairs, city festivals, circuses, and other similar events as determined by the local enforcement agency. "Community event" shall not include a swap meet, flea market, swap mall, seasonal sporting event, grand opening celebration, anniversary celebration, or similar functions.

Temporary Food Facility Requirements

1. PERMITS

- A. All permits for temporary food facility must be obtained a minimum of one week prior to the start date of the event.
- B. All applications for a temporary food facility must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth.
- C. The Temporary Food Facility permit fee is \$55.00.

2. FOOD PREPARATION

- A. All food handling and preparation must take place within the approved temporary food facility unless the food comes from another **APPROVED SOURCE** (e.g. restaurant, school kitchen, etc...)
- B. No food offered for sale, sold, or given away to the public may be stored or prepared at a private residence. All food shall be obtained from an approved source.
- C. Barbecues may be located outside of the enclosed booth area.
- D. All food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- E. No smoking is allowed in or around the temporary food facility.
- F. Ice used for cooling or refrigeration of product must not be served or used in the preparation of food or beverage. Ice intended for use in food or beverages must be protected from contamination and stored separate from ice used for refrigeration purposes. Ice scoops must be used for dispensing ice. Ice scoops must be stored so they are protected from contamination and are not permitted to be stored on the ice or in the ice bin /container.
- G. Food condiments must be protected from contamination and, where available for customer self service, be pre-packaged or available only from approved dispensing devices.

3. FOOD TEMPERATURE CONTROL

- A. All potentially hazardous foods must be maintained at a temperature of 45°F or below for cold foods or 140°F or above for hot foods.
- B. Any hot potentially hazardous foods left over at the end of the event day may not be resold. The food must either be destroyed or donated to a charitable organization. Cold potentially hazardous foods left over at the end of the day shall either be discarded or placed in a refrigeration unit that will hold the product at a minimum temperature of 41°F. **Note:** Potentially hazardous food maintained at a temperature of between 41°F and 45°F may not be stored for more than 12 hours in any 24 hour period. Any potentially hazardous foods stored in this temperature range for more than 12 hours must be destroyed.
- C. Each booth shall provide at least one probe thermometer to check the temperature of the food throughout the event.
- D. Any food in transit to the temporary food facility must be maintained at the proper temperature and protected from contamination

4. FOOD HANDLING

- A. All food handlers must be in good health to operate in or around a temporary food facility.
- B. All food handlers shall wash their hands with soap and water prior to the start of food preparation or serving activities. This should be done at regular intervals and especially after smoking, eating, drinking, using the restroom, handling raw animal product or any other activity that may contaminate the hands.
- C. Clean outer garments or aprons should be worn at all times and hair must be restrained.
- D. If gloves are worn they should be changed at regular intervals and when gloves are removed for any reason they must be replaced. Hands must be washed prior to putting gloves on and also every time gloves are changed.
- E. All personal items must be stored away from any food, equipment and utensils.

5. FOOD STORAGE

- A. All food must be stored in approved containers so as to prevent any type of contamination, exposure to the elements or the ingress of rodents or other vermin, and temperature abuse.
- B. All food must be stored at least 6 inches off the ground at all times.
- C. During periods of inoperation all food must be stored in lockable food storage containers that will protect the food from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

6. WATER

- A. An adequate supply of potable hot (minimum of 120°F) and cold water, protected from backflow or back siphonage, shall be provided for utensil washing, hand washing, food handling activities and janitorial purposes.
- B. In addition to the water needed for food preparation and dispensing, a minimum of 20 gallons of potable water shall be provided each day for each temporary food facility preparing food for purposes of utensil washing and hand washing.
- C. Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner. Food grade hoses are typically white and labeled "food grade". Garden type hoses are not acceptable.

7. SINKS

- A. Each booth must have access to a 3-compartment sink with hot and cold running water for the purpose of washing utensils. Hot water must be of a minimum temperature of 120°F. The sink must be within 100 feet of the booth and be reasonably protected from outside and overhead contamination.
NOTE: A maximum of 4 booths may share one 3-compartment sink
- B. Each booth must have access to a handwash sink with hot and cold running water, liquid soap and single use paper towels. Hot water must be of a minimum temperature of 120°F. The sink must be within 100 feet of the booth and be reasonably protected from outside or overhead contamination.

NOTE: A maximum of four (4) booths handling open foods may share a single handwash station. A maximum of eight (8) booths handling only pre-packaged foods may share a handwash station.

- C. In addition to the shared handsink requirements, all booths that handle or prepare unpackaged food must have a handwash set up inside the booth. If a handsink with hot and cold water is not provided inside the booth, a “gravity feed” system consisting of a water tank, a catch basin for the wastewater, liquid hand soap and single use paper towels will be acceptable.

8. WASTEWATER

- A. Water and other liquid wastes, including waste from ice bins and beverage dispensing units, must be contained in or drained into a leakproof container. Waste tanks must be one and a half times the volume of the total potable water tanks in use. In addition if ice is used the container size must be increased by at least one third the volume of the ice container.
- B. Liquid waste must be disposed of into an approved sanitary sewage system or holding tank. Liquid waste **SHALL NOT** be discharged to the ground or into the storm drains.

9. SOLID WASTE

- A. All temporary food facilities must have adequate trash receptacles located at a close proximity to the temporary food facility.
- B. All trash receptacles must be made of leakproof materials and must be adequately protected from flies or other vermin.

10. TOILET FACILITIES

- A. Approved toilet facilities must be provided for employees and be within 200 ft. of the temporary food facility. (a minimum of 1 toilet per 15 employees is required)

11. ANIMALS

- A. Live animals, birds or fowl are not allowed within 20 feet of a temporary food facility.

NOTE: The above rule does not exclude a police, service or guide dog from being in the **service** area of a temporary food facility.

12. JANITORIAL FACILITIES

- A. Each booth must have access to a janitorial sink and or janitorial facilities with hot and cold running water for use in cleaning the booth and other areas of the temporary food facility as needed.

13. STRUCTURAL REQUIREMENTS

NOTE: Each booth must have identification information on the outside of the booth clearly visible to the patrons. The identification shall include the name, address and telephone number of the owner, operator, permittee or business. The name must be in letters that are a minimum of 3 inches high and a brushstroke of 3/8 of an inch. The address and phone number must be a minimum of 1 inch high. All lettering must be of a contrasting color to that of the booth or sign that it is attached to.

Unpackaged food or beverages

- A. All booths must be entirely enclosed with four complete sides, a top and a cleanable floor (concrete is acceptable). Booths operating on grass or dirt must use plywood, plastic or vinyl tarp or other cleanable material for a floor surface. The top of the booth must be made of a solid material. The sides may be solid or constructed of a 16 mesh screening material.
- B. Doors and food service openings must be equipped with tight-fitting closures to minimize the entrance of insects or airborne contaminants. Pass-thru windows (openings) may be a maximum of 432 square inches.
- C. Food operations that have an adjoining barbecue operation should have a pass-thru opening at the rear or side of the booth.
- D. For events that occur at dusk or at night an adequate covered light source shall be supplied for cleaning and safe and sanitary food service.

NOTE: In lieu of a booth, operators handling only unpackaged non-potentially hazardous food (i.e. coffee, popcorn, churros, cotton candy, pretzels, snow cones, etc...) may conduct food handling within an approved food compartment with doors which are kept closed except when dispensing the food.

Pre-packaged foods

- A. Packaged food may be displayed and sold from a stand or table that maintains the food a minimum of six (6) inches off the floor.
- B. Floors shall be smooth, cleanable and durable. Surfaces may be plywood, vinyl or plastic tarp, concrete or asphalt.
- C. Overhead protection may be required to protect food from contamination. An umbrella or overhead canopy would be considered acceptable.
- D. For events that occur at dusk or at night an adequate covered light source shall be supplied.

Community Event Organizer Requirements

1. PERMITS

- A. **A permit must be obtained by the person(s) or organization that is in control of any community event at which one or more temporary food stands operates.**
- B. A site plan for the proposed location of the event must accompany all applications for a community event permit.
- C. The permit application, site plan and all applicable Health Department fees must be submitted to the Health Department at least two weeks prior to the event.
- D. The Community Event permit fee is \$82.00.

2. SITE PLAN REQUIREMENTS

The site plan must be drawn to scale and include the following:

- A. Location and descriptions of all temporary food facilities. Indicate which booths will be preparing unpackaged foods and which will be handling only pre-packaged food.
- B. Location of all toilet facilities. There must one toilet per 15 temporary food facility workers and it must be within 200 feet of each temporary food facility. In addition, one toilet per 250 guests is required.
- C. Location of handwash stations. A maximum of four (4) booths handling open foods may share a single handwash station. A maximum of eight (8) booths handling only pre-packaged foods may share a handwash station. **NOTE:** Each handwash station must have a hand sink equipped with hot and cold water with the hot water being at a minimum temperature of 120°F and single service soap and paper towels. The hand wash stations or sinks must be within 100 ft. of the booths.
- D. If provided, the location of all shared utensil sinks. **NOTE:** A maximum of four (4) booths may share one utensil sink. Each utensil sink must have three (3) compartments, dual integral drainboards and be equipped with hot and cold running water. The sink must be located within 100ft. of the booths.

E. Location of janitorial facilities.

3. ADDITIONAL REQUIREMENTS

- A. Arrangements must be made for pick-up of solid and liquid waste.
NOTE: Liquid waste receptacles must be one and a half ($1 \frac{1}{2}$) times the volume of the total volume of water supplied. When ice is utilized in food storage or display, an additional volume of one third ($\frac{1}{3}$) the volume of the ice container must be added to the total volume of the waste receptacle.
- B. Adequate lighting must be provided for cleaning and safe and sanitary food handling for events scheduled during evening hours.
- C. If booths are provided for the food vendors, they must comply with standards as set forth by this Department on pages 11-12.

4. RESPONSIBILITIES

The community event organizer is responsible for the maintenance and proper operation of all shared facilities. The community event organizer is also responsible for ensuring that all temporary food facilities are in compliance with applicable sections of the California Health and Safety Code as noted in CURFFL.

NONPROFIT CHARITABLE TEMPORARY FOOD FACILITIES

1. PERMITS

- A. All permits for temporary food facility must be obtained a minimum of one week prior to the start date of the event.
- B. All applications for a temporary food facility must include a diagram of the booth as well as a list of all equipment to be used in or out of the booth.
- C. **A nonprofit charitable temporary food facility may operate once annually for a period not to exceed 72 hours.**
- D. The Nonprofit Charitable Temporary Food Facility permit fee is \$55.00.

2. FOOD PREPARATION

- A. All potentially hazardous food must be stored or prepared in a licensed food establishment (e.g. restaurant, church, school kitchen etc...) or within the approved nonprofit temporary food facility. No potentially hazardous food offered for sale, sold, or given away may be stored or prepared at a private residence.
- B. Barbecues may be located outside of the enclosed booth area.
- C. All food and beverages must be protected from unnecessary handling and shall be stored, displayed, and served so as to be protected from contamination.
- D. All food preparation and food contact surfaces shall be smooth, easily cleanable and non-absorbent.
- E. No smoking is allowed in or around the temporary food facility.
- F. Ice used in food preparation and service shall be protected from contamination and shall be stored separate from ice used for refrigeration purposes.

3. FOOD TEMPERATURE CONTROL

- A. All potentially hazardous foods must be maintained at 45°F or below for cold foods or at 140°F or above for hot foods.
- B. Each booth shall provide at least one probe thermometer to check the temperature of food throughout the event.
- C. Any food in transit to the temporary food facility must be maintained at the proper temperature and transported in such a way that it is protected from contamination.

4. FOOD HANDLERS

- A. All employees preparing or handling food must wear clean clothing and shall keep their hands clean at all times.

5. FOOD STORAGE

- A. All foods must be stored so as to prevent any type of contamination, including but not limited to, exposure to the elements or the ingress of rodents or other vermin.
- B. All food must be stored off the floor within the facility. Shelving, pallets or tables are acceptable.

6. SINKS

- A. All booths that handle or prepare unpackaged food must have a handwash set up inside the booth. A “gravity feed” system consisting of a water tank, a catch basin for the wastewater, liquid hand soap in a dispenser and single use paper towels will be acceptable.
- B. All nonprofit temporary food facilities must also have access to at least one utensil washing sink supplied with hot and cold running water.
- C. Additional sinks may be required as determined by the enforcement officer.

7. WASTEWATER

- A. Facilities for the sanitary disposal of all liquid waste shall be subject to the approval of the enforcement officer.

8. SOLID WASTE

- A. All garbage shall be disposed of in a manner approved by the enforcement officer.

9. TOILET FACILITIES

- A. Approved toilet facilities must be provided for employees and be within 200 ft. of the temporary food facility. (a minimum of 1 toilet per 15 employees is required)

10. ANIMALS

- A. Live animals, birds or fowls are not allowed in a temporary food facility at any time.
- B. The above rule does not exclude a police, service or guide dog from being in the **service** area of a temporary food facility.

11. ADDITIONAL REQUIREMENTS

- A. The enforcement officer may establish additional structural or operational requirements as necessary to ensure that food is of a safe and sanitary quality.

CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUREAU OF ENVIRONMENTAL HEALTH
TEMPORARY FOOD FACILITY PERMIT APPLICATION
TEMPORARY FOOD PERMIT FEE \$55.00

Date of application: _____

1. Organization Name/DBA: _____

2. Contact Person: _____ D.L. #: _____

3. Mailing Address: _____ Phone #: _____

_____ Message #: _____

4. Event: _____

5. Location of Event: _____

6. Event Organizer/Promoter: _____

7. Event Organizer/Promoter phone number: _____

8. Date(s): _____ Time: _____

9. Foods to be Served: _____

10. Cooking Methods and Types of Cooking Equipment: _____

11. Attach a separate sheet with a drawing and a description of the temporary food stand with a layout of all equipment.

SIGNATURE OF APPLICANT

DATE

**CITY OF LONG BEACH
DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUREAU OF ENVIRONMENTAL HEALTH
COMMUNITY EVENT ORGANIZER PERMIT
APPLICATION**

Organizer Permit Fee \$82.00

Date of Application: _____

Name of Event: _____

Date & Time of Event: _____

Location of Event: _____

Name of Organizer: _____ Phone #: _____

Contact Person: _____ Phone #: _____

Address of Organization	D.L. # of Contact
_____	_____

Number of Temporary Food Facilities* _____

***Attach a separate sheet listing the names, addresses and phone numbers of all the vendors.**

NOTE: All temporary food facilities must have an individual health permit.

Pre-Packaged Only Food Booths: _____

Food Preparation Food Booths: _____

Note: If food booths are supplied, they must comply with the booth requirements as set forth in the City of Long Beach temporary food facilities handout.

Method of Liquid Waste Removal: _____

Method of Solid Waste Removal: _____

If the event is at night, is adequate lighting provided for the event? **Y / N / NA**

SUBMIT A SITE PLAN WHICH INCLUDES THE FOLLOWING:

1. Location of all temporary food facilities
2. Location of all toilets.
3. Location of all hand sinks. Note: Each hand sink may be shared by a maximum of four (4) booths handling unpackaged food or a maximum of eight (8) booths handling pre-packaged food.
4. Location of all shared utensil washing sinks. Note: A maximum of four (4) booths may share one (1) three (3) compartment utensil sink.
5. Location of janitorial facilities.

Note: The site plan must be drawn to scale and according to the guidelines listed in the Community Event Organizer section of the City of Long Beach Temporary Food Facilities guidelines.

THE COMMUNITY EVENT ORGANIZER IS RESPONSIBLE FOR THE MAINTENANCE AND PROPER OPERATION OF ALL SHARED FACILITIES. THE COMMUNITY EVENT ORGANIZER IS ALSO RESPONSIBLE FOR ENSURING THAT ALL TEMPORARY FOOD FACILITIES ARE IN COMPLIANCE WITH ALL APPLICABLE SECTIONS OF CALIFORNIA HEALTH AND SAFETY CODE (CURFFL).

SIGNATURE OF APPLICANT

DATE

DEPARTMENT USE ONLY

Event Organizer Fee: \$82.00

Approved by: _____ Date: _____